

Fiscal Year 1961 Report
for
Overall Administration and Support

Salaries \$24,946

Tangible Benefits \$100,000

1. Consolidated the Vital Materials Repository and the Records Center releasing the Repository Total savings resulting from consolidation was over \$100,000.

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2. Presented four Shelf Filing Workshops to acquaint agency personnel with various types of shelving available and to instruct them on preparation of shelving layouts. The Workshops were attended by 137 persons including employees from State, National Archives and National Security Council. Our Workshop material was requested by the National Archives for use in its government-wide shelf-filing program.

4. Prepared and coordinated an Inter-Agency Agreement on Disposition Standards for Intelligence Collections throughout the USIB community. Approval of this agreement will enable CIA to

- a. destroy 1,000 cu. ft. of documents immediately,
- b. destroy 3,000 cu. ft. of documents on a continuing basis, and
- c. control future growth of collections.

Application of the agreement will permit similar actions in other USIB agencies.

5. Presented Records Management Program highlights at Agency Support Exhibits.

6. Conducted five Vital Records Seminars for emergency relocation personnel.

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7. Prepared a handbook on Standardized Filing Equipment and Supplies which rescinded four outdated Agency Notices. The handbook was published and distributed Agency-wide.

8. Prepared an article on Records Management Shelf Filing for ~~the~~ publication in the Support Bulletin.

9. Met with 39 Area Records Officers to review achievements of the past year and anticipated activities for the current year and to discuss topics of mutual interest.

10. Recommended procurement of a new Versi-Tray made of plastic to replace the present metal over-night storage boxes and all other existing metal and wooden trays used in the Agency. These also to be obtained for use in the new building. An order for 6,500 was placed by Office of Logistics.

11. Presented three Filing Workshops to 131 Agency employees in collaboration with the Office of Training. The workshops were conducted to orient new employees with the Subject-Numeric System and to instruct Agency employees in maintenance of files.